

**RENTAL INFORMATION**  
**Bond Park Community Center**  
**150 Metro Park Drive, Cary NC 27513**  
**(919) 462-3970**

**RESERVATION PROCEDURE**

Applications are accepted Monday through Friday 9 a.m.-6 p.m. or by appointment at the facility. Applications are accepted in person or by phone. Some rentals may require walk-in reservations. Two Hour Minimum.

Rentals booked within 30 days are approved at the discretion of the facility supervisor and are subject to a 20% additional charge.

**Cary Residents:** Sunday through Thursday rentals are accepted from Cary Residents no more than three (3) months in advance. Friday and Saturday rentals are accepted from Cary Residents no more than six (6) months in advance.

**Nonresidents:** Sunday through Thursday rentals are accepted from Non-Residents no more than two (2) months in advance. Friday and Saturday rentals are accepted from Non-Residents no more than five (5) months in advance.

**Reservation/Damage Deposit:** The reservation deposit is due at time of reservation. The reservation deposit is 25% of the rental total or \$100 (\$300 for Rentals that Serve Beer/Wine), whichever is greater. The deposit will be returned upon completion of the rental, less any damages or other additional costs incurred. No reservation will be accepted without a reservation/damage deposit made payable to the Town of Cary.

**Outside Operating Hours:** Additional charges will be applied to rentals booked outside operating hours (\$25/hour) or on Town-recognized holidays (\$50/hr).

**FACILITY OPERATING HOURS<sup>^</sup>**

<b>Monday – Friday</b>	9 a.m. – 10 p.m.	<sup>^</sup> BPCCC is also closed to the public on Town of Cary holidays but may be available to rent for an additional fee. * BPCCC is closed on Sundays from April through October.
<b>Saturday</b>	9 a.m. – 6 p.m.	
<b>Sunday*</b>	1 – 6 p.m.	

**RESERVATION RATES**

Effective December 1, 2017

Room/Gym	Size/Description	Capacity	Rates Per Hour - *&#	
			Cary Resident	Nonresident
<b>Dogwood Room</b>	42' x 22' w/ vinyl floor Approx 1,000 ft <sup>2</sup> Vinyl Floor	35 (tables and chairs) 60 (chairs only)	<b>\$34</b>	<b>\$51</b>
<b>Maple Room</b>	48' x 40' w/ vinyl floor Approx 2,000 ft <sup>2</sup> Kitchenette	60 (tables and chairs) 99 (chairs only)	<b>\$54</b>	<b>\$81</b>
<b>Oak Room</b>	48' x 40' w/ vinyl floor Approx 2,000 ft <sup>2</sup> Kitchenette	60 (tables and chairs) 99 (chairs only)	<b>\$54</b>	<b>\$81</b>
<b>Magnolia Gym</b>	104' x 71' Approx 7,400 ft <sup>2</sup> Hardwood Floor	Athletic use only	<b>\$64</b>	<b>\$96</b>
<b>Sycamore Gym</b>	104' x 71' Approx 7,400 ft <sup>2</sup> Hardwood Floor	Athletic use only	<b>\$64</b>	<b>\$96</b>

Note: A 50% discount is available to eligible Cary-based non-profit organizations. Discount is applied to weekday rentals 8 a.m. – 2 p.m. Non-profit status must be approved prior to reservation.

<b>Gym Equipment</b>	<b>Rates (includes set-up)</b>
Volleyball, Badminton, Pickleball Net	<b>\$25 per net per usage</b>
Scoreboard & Operator	<b>\$15 per hour (minimum two hours)</b>

\*Two-hour minimum required for each rental.  
# \$25 additional charge per hour for rental hours that are outside the normal operating hours.  
& \$50 additional charge per hour for rental hours that are on holidays.

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**See reverse side for additional information.**

**ADDITIONAL INFORMATION**

1. Any rentals or rental amendments outside the normal operating hours must be scheduled no less than thirty (30) days prior to the rental date. Rentals booked within 30 days are approved at the discretion of the facility supervisor and are subject to a 20% additional charge.
2. The facility is available ONLY during the hours that are specified on the rental application. The time requested includes set-up and clean up. Renter will be charged for any additional time the facility is used beyond the rental agreement.
3. Additional charges will be applied to rentals booked outside operating hours (\$25/hr) or booked on Town-recognized holidays (\$50/hr).
4. If renter does not adhere to any part of their rental agreement, such as exceeding maximum seating capacity, forfeiture of some or all of deposit could result.
5. Renter should consult with the caterer to ensure enough time for set-up and clean-up. Renter will be charged if the caterer uses the facility before or after the scheduled rental time.
6. Renter is responsible for the behavior of guests. Children must be supervised by adults in all areas of the facility.
7. Only freestanding decorations are allowed. No decorations may be taped or attached to the walls, doors or ceiling. The renter will be charged for any damages.
8. Only smoke-less and drip-less candles are allowed. The renter will be charged for any damages, including wax clean up.
9. Confetti may not be used in the rental space or on the grounds.
10. This is a non-smoking facility. Smoking is only allowed 50-feet from the front entrance.
11. Rentals where the majority of guests are under age 18 may be required to complete supplemental forms prior to the rental. This form requires chaperone contact information.
12. Renters requesting to serve alcoholic beverages must complete the Application to Serve Beer and Wine prior to the rental. The application will be reviewed by Facility Supervisor. Rentals will be charged a \$50 application fee and the Reservation/Damage deposit will be at least \$300.
13. The facility will provide tables and chairs for each room. Tables and chairs must be returned to the carts and stacked according to the directions on the carts.
14. All trash must be removed from the room upon completion of use. Trash must be placed in the dumpster in the back of the facility. Renter will be charged, if extra cleaning is required following the rental. Please ask the facility attendant if you have questions or need assistance to find cleaning supplies.

**CANCELLATION POLICY**

The Center reserves the right to make cancellations at any time. Cancellation notices will be issued as far in advance as possible. All reservation/damage deposits and usage fees will be returned in full if the Center initiates the cancellation.

Cancellations may be initiated by the party up to thirty (30) days prior to scheduled use without liability. All cancellation notices must be submitted in writing to the facility supervisor. Cancellations made within thirty (30) days of the scheduled use will result in forfeiture of the reservation/damage deposit. Changing rental date within 30 days of reserved date is considered a cancellation.

No cancellations will be accepted within five (5) working days of scheduled usage. Party making a cancellation within five (5) working days of usage will be liable for payment of rental fees and other charges in full.

*Please understand that BPCC is a family facility and we ask that you treat the facility, staff and other patrons with care and respect. Renters are responsible for the behavior of their guests. Renters are financially responsible for any damages to the facility. If you have any questions, please call (919) 462-3970. During your event, please see the front desk staff if you have questions or concerns.*